

**9:00 - 10:40**

**Introduction of MSC Executive Board and MSC staff**

Honore Bray, Board Chair, was absent. Dale Alger acting as interim Chair.

Guests were introduced.

New Libraries- (Ken) Chouteau County Library - Fort Benton and Geraldine Branch, Chester-Joplin-Inverness (CJI) School District, Fairfield County Library, Garfield County Library - Jordan, Roundup Elementary School.

New Branch libraries: North Jefferson County Library District - Montana City and ImaginE Libraries - Lakeside.

Roll call- Dale Alger

Approval of Minutes- corrections Sonya (Spelling error) and change National to Network Advisory, page 9 - Kim Crowley regarding her comment (strike the word not). Beth motioned, second by John York. Minutes passed with correction. Thanks to Allison Badger for taking the minutes.

Budget (Ken) -Review who to send invoices to, asked everyone to verify their own library. Ken reviewed the duties and order of command for MSC staff members. Currently have \$58,000 for FY15 budget, salary and remaining bills. Hardware maintenance for 2 servers was an unexpected expense -IBM billed \$11,783 for the maintenance contracts. Expected expenditures for staff is less than budget, we should have around \$28, 000 left to carry over. System operations (Enterprise versus E-library) 38 libraries are using it. Phase out e-library by the December 28th, 2015. Becky M. from Hellgate suggested that schools change this summer. System upgrades rolling out in the next month for SirsiDynix BLUEcloud applications. Directors station will be/may be replaced by BLUEcloud Analytics in the future. In July the Directors Station server will not be functional, Ken and Mike are looking into options to keep Directors Station alive until BLUEcloud Analytics is ready. Libby from PLUK questioned the continued use of Directors Station. Kim Crowley asked them to continue working on Directors Station as it is very slow. Ken and Mike are also looking at a Virtual Server to use for Directors Station, as BC-Analytics is not ready yet. Gail spoke regarding the urgency of a functional Directors Station, the MSC staff can run reports for members but is very time consuming. Kathy Robins spoke regarding benefits of a new server purchase or perhaps leasing a server.

BLUEcloud Central - New central administration interface for Sirsidynix "BLUEcloud" products. Currently controls BookMyne for Android only. BC-Central will be future admin portal for cataloging, circulation and acquisitions with goal to eventually replace workflows.

Reorganization Update (Amy) - Still in process, they are in the final stages. If they have not contacted you don't worry, they will get to you. We are in Round 5 beginning next week which will involve individual library review. All libraries should get emails by the end of May for review in order to change any local policies.

FY 2016: Cost formula posted late March. Minor changes - legislature approved salary and insurance contributions, increases will add about \$3,000 to budget. Individual library costs have changed a little, no significant changes. Invoice from SirsiDynix - mobile circ will be added (\$6,000), inflation costs are included. Indirect costs increased \$3,000. Server maintenance

costs will be collected for next year to cover costs. Salary reserves, \$28,000 will be carried over for salary. Budget for FY16 will remain very similar to last year's due to carryover. E-resource central will not be purchased yet. Overdrive titles will no longer be counted for title share costs as approved by the executive board. Thus a change in designation of small, medium and large libraries was reviewed due to large holdings in overdrive titles. Katy (Dept. of Transportation) asked if cost share amounts reflected removal of overdrive titles. Ken affirmed that it does. Ken explained how the cost sharing formula is derived. The description of cost breaks are on the MSC website. Total budget is about 0.5 million dollars a year. Ken called for a motion regarding the FY16 budget. Libby (PLUK) moved that we accept the budget, Becky M. (Hellgate) seconded. Motion passed unanimously.

#### Birds of a Feather reports

Debbie (Medium Libraries) - discussed transition from elibrary to Enterprise. Encourage catalog cleanup progress. Discussed the work plan and the strategic plan. The group discussed impact of change in classification of library size due no longer counting Overdrive titles.

Academic/special library - Discussed Shoutbomb (free) use; discussed Enterprise use including challenges. DiscoverIt was discussed. Strategic Plan and work plan components were reviewed and they discussed specific parts of the work plan.

Wendy (small libraries) - Jess reported regarding technology and reorganization effort. Review mission statement and strategic plan components. Discussed impact of classifications realignment for executive board.

Diane (School Library) - Addressed the work plan - identification of how to access progress for work plan. Discussed the transition to Enterprise. Holly shared the benefits of Shoutbomb for schools. Training need for Enterprise - MEA replacement days for schools, Holly will coordinate this training.

Sonja (large public) - Strategic plan discussion, Kim was a driving force behind the plan. Focus on work group to implement plan. Discussed the realignment of groups.

#### **BREAK (10:40 - 10:55)**

Content Management Committee Update- Jemma reported on March meeting regarding standard cataloging procedures for vendor records. Committee will work on edits to make manuel readable. They have two vacancies on the committee. She discussed vendor records guidelines for uploads to MSC and time sharing benefit for libraries. There are often difficulty with quality of some vendor records, often paid for by member libraries other than smartport (OCLC for overdrive titles), EDI records, and batch loads from purchased books. Overdrive records are not good records, EDI records come from large vendors often start out bare but will later overlay with a better record, and other batch loads. Overdrive contract limits MTLib2Go membership to public libraries only. Non-public libraries (mostly schools) who purchase their own records from Overdrive have bibs that are shared with Montana Library to Go. Records

that lack control numbers or are adapted incorrectly and are from smaller vendors, do not attach to these records as they do not match our bib record guidelines. The committee will try to guide catalogers while loading vendor records. WorldCat cataloging partners will be used for alignment of records to match old, bad records with new records. The 856 tags have created some clutter regarding Overdrive and records purchased by individual libraries. The committee is working on a fix for this clutter. Vendor record uploads should be cleared with MSC staff to determine quality of records. Sarah (Montana State Library) spoke about a fix for Montana Library to Go confusion. Cara verified that Overdrive is not allowing schools to form a consortium group. Multiple 856 records may be fixed by SirsiDynix when and if eResource Central is purchased as an add-on to Enterprise. Sarah McHugh discussed structuring of the 853 in a separate area. Use of the 007 marc tag as a descriptor of electronic records and other special records, which should be used to help patrons in searching, this governs the material format display Enterprise because (GASP) the GMD is going away!!!! (OCLC by April 1 ,2016) There will not be GMD on added records in the future, instead we will work on RDA implementation of 007 marc tags. There are a small number of records that will need to be fixed as many already have 007 tags. Members need to be sure that records brought in have 007 tags. Laura (Missoula International School) asked about 007 tags for copy cataloging to determine the appropriate format. The MSC is investigating an additional column for format on the record. It should take about 73 hours to clean up these records. There was a request for training regarding the 007 tag, which the MSC could create a document to explain. (Amy) Kim Crowley encouraged all members to begin using Enterprise and look for problems..

Executive Board Candidate introductions:

Small library candidates: Wendy Campbell and Mary Kay Bullard.

Large public library: Kim Crowley and Kathy Robins.

Each library rep has one vote. Once everyone has voted, they may go to lunch next door.

#### **11:45 - 1:00**

Results of votes:

large public - Kathy Robbins (36) and Kim Crowley (28)

small public - Wendy Campbell (42) and Mary Kay Bullard (18)

The committee will need to elect a new chair.

#### **Mission Statement**

Mary Kay Bullard discussed the new mission statement - simplified version submitted by the strategic planning committee. Motion by Laura B. ( Missoula International School) Gale (Belgrade Library) second. Discussion regarding a new mission statement. Comment by Kate (Sun River) thanking Kim Crowley for her efforts. The members voted to adopt the revised mission statement. "The Montana Shared Catalog connects libraries and their users through resource sharing, collaboration and cutting edge technology."

## **Strategic Plan**

Mary Kay Bullard presented the strategic plan highlighting the four goals: access, training, collaboration and sustainable access. This plan is based off the state library plan with clear and concise descriptions. The committee divided to attach the four goals to work with components. Laura (Missoula International School) pointed out that this plan is not a true strategic plan, the work plan has ways to determine meeting of goals. Sarah M. (Montana State Library) discussed how this strategic plan aligns with the state plan with our specific goals with the work plan that would be continuously changed. Bottom line there are differing thoughts regarding what a strategic plan should be, this one aligns with Montana State Library with a working plan to guide yearly work. Kim Crowley discussed the need to operate under the auspices of the Montana State Library. Sarah M. discussed the specifics of the strategic and working plan that work with the State Library to foster accomplishments of these goals. Sarah spoke about the need for a team to develop the working plan. Becky M. addressed "market the value of membership" in the work plan. Ken interrupted to state that we are not on the work plan. Wendy moved to accept and Jodi seconded. Kim C. spoke about a time frame for the plan (3 year or 5 year) Holly Harper amended the motion to add a time frame of 3 year, FY 16 - 18. No discussion, vote - motion passed.

Work Plan Committee (Holly Harper) Thanked the committee for their work. This plan will document and lead the membership in the future. The suggestions from the strategic plan will be handed off to the work plan committee. Use of MobileCirc will also be included in the working plan with a reporting component from the standing committees. Members can submit components for the working plan, become a member of the committee, or be a part in the accomplishing parts of the working plan.

Kim C. asked for the timeline to create the plan which would be in July as a one year plan. There was a verbal invitation to join. Holly will email the discuss group regarding members volunteering to join.

Fall meeting will be October 1st (Thursday) at the Red Lion with training at the Fall Workshop on October 2 and 3, 2015.

Laura (Missoula International School) suggested that we break into groups to discuss components of the work plan. Mary Kay encouraged involvement. Sarah reviewed the need to include the headings from the strategic plan in the work plan. The State Library will be surveying the libraries to determine satisfaction of Montana State Library services, the shared catalog is the largest part of the State Library System. She encouraged individuals to become involved as well. Holly Harper stated that she will contact individuals. Rhonda Horner stated that she would assist the work plan committee to discuss intent of strategic plan for the working plan.

Holly reminded the teacher librarians to respond to her email regarding MEA replacement days. Everyone was asked to place name tags on the front table. Dale encouraged everyone to attend in person or online. Adjourn at 1:45 pm.